

RI Work Immersion Program for college students
~ Instructions ~

Application and Pre-Approval Process (prior to the internship)

This process is to determine the eligibility of the student and business and the appropriateness of the internship plan.

- Step 1 Student completes Part I.
- Step 2 School completes Part II.
- Step 3 Student brings Parts I and II to the employer
- Step 4 Employer completes Part III and W-9 form
- Step 5 Employer submits Parts I, II, III, and W-9 form to the Governor's Workforce Board.
- Step 6 Governor's Workforce Board reviews Application and Pre-Approval form and notifies student and employer of eligibility to participate in Work Immersion within two weeks or less.

Evaluation and Wage Reimbursement Process

This process is to evaluate the results of the Work Immersion program and to obtain necessary documents for wage reimbursement.

- Step 1 Student completes Part I
- Step 2 School completes Part II.
- Step 3 Student brings Parts I and II to the employer *prior to completion of internship.*
- Step 4 Employer completes Part III
- Step 5 Employer submits Parts I, II, III and applicable time sheets and payroll records for internship to Governor's Workforce Board.
- Step 6 Governor's Workforce Board reviews evaluation forms and payroll records, and 50% wage reimbursement is paid within 30 days.

If intern is hired permanently:

- Step 7 Employer submits retention form and additional payroll records to indicate that student was hired and retained for twelve weeks beyond the last date of the internship.
- Step 8 Governor's Workforce Board reviews additional payroll records, and additional 25% wage reimbursement is paid within 30 days.